

Date: March 19, 2004

To: RM Community

From: Susan L. Frey
Departmental Records Officer

Subject: RM Numbered Memo 2004-02: DOE's Response to NARA's Request for Comments on the proposed Reorganization of the Regulations for Federal Records Management

NARA is requesting comments through the Federal Register process on their proposed reorganization of the regulations for Federal Records Management (see NARA's memo below). A direct link to the Federal Register notice is:
<http://a257.g.akamaitech.net/7/257/2422/14mar20010800/edocket.access.gpo.gov/2004/pdf/04-5625.pdf>. I encourage you to review this proposal and provide comments. Comments should be forwarded to Sharon Evelin (Sharon.Evelin@hq.doe.gov) of this office for consolidation and forwarding to NARA by COB Friday, May 7, 2004. The ISO mentioned below is not available on the NARA website and must be purchased from the International Organization for Standardization.

Please let me know if you have any questions.

-----Original Message-----

From: Howard Lowell [<mailto:howard.lowell@nara.gov>]

Sent: Friday, March 19, 2004 8:06 AM

To: Evelin, Sharon; Frey, Susan

Subject: NWM 12.2004 Comments on the proposed reorganization of the regulations for Federal records management

March 19, 2004

NWM 12.2004

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Comments on the proposed reorganization of the regulations for Federal records management

The National Archives and Records Administration (NARA) is considering revising and reorganizing the existing regulations on Federal records management to incorporate current standards and practices and to make the regulations easier to read, understand, and use.

We propose to restructure the regulations to better reflect the lifecycle of records, from creation through active agency use to disposition. We are considering consolidating all definitions under 36 CFR 1220; reorganizing the Parts of 36 CFR Chapter XII, Subchapter B, to more clearly reflect the lifecycle of records; and elevating subparts in the current 36 CFR 1228 to parts, for better emphasis. We are also considering incorporating new guidance on electronic recordkeeping and relevant portions of ISO 15489-1:2001, Records management--Part 1: General (ISO Records Management Standard). The regulations would also be re-written in accordance with plain

language principles (such as using the question-style for the section headings) to make them easier to read, understand, and use.

We are seeking comments from Federal agencies and the public on the proposed reorganization of the regulations for Federal records management. Instructions for submitting comments are included in the proposed rule which is available at:

http://www.access.gpo.gov/su_docs/fedreg/a040315c.html.

The advanced notice of proposed rulemaking was published in the March 15, 2004, Federal Register at page 12100. Comments are due on May 14, 2004. For questions or more information please contact Cheryl Stadel-Bevans at comments@nara.gov or on 301-837-3021.

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Director
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